# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:    Venice B. Ibañez

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x%) (3) | Equivalent Numerical Rating (2x3) |
|---|---|---|---|
| 11. Instruction | | | |
| e.  Head/Dean (50%) | | 4.73x100%= 4.73 | |
| f.  Students (50%) | | | |
| Total for Instruction | 140% ⁵⁸ | 4.73 | 1.892 ⁵⁸ |
| 12. Research | | | |
| e.  Client/Dir. for Research (50%) | | | |
| f.  Dept. Head/Center Director (50%) | | | |
| Total for Research | 10% ⁵⁸ | 4.83 ⁵⁸ | 0.483 ⁵⁸ |
| 13. Extension | | | |
| e.  Client/Dir. for Extension (50%) | | | |
| f.  Dept Head/Center Director (50%) | | | |
| Total for Extension | 10% ⁵⁸ | 4.67 ⁵⁸ | 0.467 ⁵⁸ |
| 14. Administration | 40% ⁵⁸ | 4.94 ⁵⁸ | 1.976 ⁵⁸ |
| 15. Production | | | |
| TOTAL | | | 4.818 ⁵⁸ |

EQUIVALENT NUMERICAL RATING:        4.818 ⁵⁸
Add:  Additional Points, if any:        0.0
TOTAL NUMERICAL RATING:        4.818 ⁵⁸

ADJECTIVAL RATING:        **Outstanding**

Prepared by:        Reviewed by:

**VENICE B. IBAÑEZ**        **VENICE B. IBAÑEZ**
Name of Faculty        Department Head

Recommending Approval:

**MOISES NEIL V. SERIÑO**
Dean/Director

Approved:

**BEATRIZ S. BELONIAS**
Vice President

**DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT**
Visca, Baybay City, Leyte, PHILIPPINES
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# VISAYAS
## STATE UNIVERSITY

"Exhibit B"

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, VENICE B. IBAÑEZ, a faculty member of the DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT commit to the deliver and agree to be rated on the attainment of the following targets and accomplishments in accordance with the indicated measures for the period January 2020 - June 2020

Approved:

| **VENICE B. IBAÑEZ** | **MOISES NEIL V. SERIÑO** | **BEATRIZ S. BELONIAS** |
|---|---|---|
| Instructor I | College Dean | Vice President for Academic Affairs |
| Date: July 6, 2020 | Date: July 6, 2020 | Date: |

| MFO No. | Description of MFO's/PAPs | Success/ Performance Indicators (PI) | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators) |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Quality | Eficiency | Timeliness | Average | |
| **UMFO 1. ADVANCED EDUCATION SERVICES** | | | | | | | | | | |
| **OVPI MFO 2. Graduate Student Management Services** | | | | | | | | | | |
| | **PI 4:** Total FTE coordinated, implemented & monitored* | **A1.** Actual Faculty's FTE | Handles subjects/courses assigned | NONE | | | | | | |
| | **PI 8:** Number of graduate students advised * | **A2.** Number of students advised | Acts as academic adviser to graduate students | NONE | | | | | | |
| | | *A3. Number of students advised on thesis/special problem/dissertation* | | | | | | | | |
| | | *As GAC Chairman* | Advises and corrects research outline and thesis/SP/dissertation manuscript | NONE | | | | | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | *AS GAC Member* | dvises and corrects research outline and thesis/SP/dissertation manuscript | NONE | | | | | | | |
| | | **A4** . Number of students entertained for consultation purposes | *Entertains students seeking consultation with faculty* | NONE | | | | | | |
| **PI 9:** Number of instructional materials developed * | **A5** . Number of on-line ready coursewares developed and submitted for review | *Converts the existing instructional materials into flexible learning systems* | NONE | | | | | | | |
| | *On-line ready courseware* | *Prepares Instructional module/laboratory guide/workbook or a combination thereof* | NONE | | | | | | | |
| | *Supplemental learning resources* | *Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught* | NONE | | | | | | | |
| | *Assessment tools* | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | NONE | | | | | | | |
| | A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor | *Submits the course ware duly reviewed by TRP for editing by MMDC editor* | NONE | | | | | | | |
| | A 7 : Number of virtual classroom created and operational | *Creates virtual classroom using either Moddle or Google Classroom* | NONE | | | | | | | |
| **PI 10** . Additional outputs: | A 8. Other outputs implementing the new normal due to covid 19 | *Designs experiential learning activities and other outputs to implement new normal* | NONE | | | | | | | |

## UMFO 2. HIGHER EDUCATION SERVICES

## OVPI UMFO 3. Higher Education Management Services

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| PI 5: Total FTE, coordinated, implemented and monitored * | A9. Actual Faculty's FTE | *Handles and teaches courses assigned* | 40.5 | 30.4 | 5 | 5 | 5 | | 5 | FTE for 2nd semester 2019-2020 |
| | A10. Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 6 | 7 | 5 | 5 | 5 | | 5 | |
| | A 11. Number of INC forms with grade submitted within prescribed period | Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period | 2 | 0 | 4 | 4 | 4 | | 4 | Students were unable to process their completion due to pandemic |
| | A12. Number of trainings attended related to instruction | Attend mandated trainings | 2 | 2 | 4 | 4 | 4 | | 4 | 2 sets of training: Moodle and EV-Flexible Learning |
| | A13. Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 2 | 0 | 4 | 4 | 4 | | 4 | No long exam conducted due to pandemic |
| | A14. Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | 3 | 6 | 5 | 5 | 5 | 5 | | |
| | A15. Number of lab reports and term papers checked and graded | Checks lab reports and term papers submitted as required | 2 | 5 | 5 | 5 | 5 | | 5 | In lieu of term papers, students were required to submit 5 journal article review |
| PI 8: Number of students advised: * | A16. Number of students advised: | *Acts as academic adviser to students* | 45 | 53 | 5 | 5 | 5 | | 5 | |
| | A17. Number of students advised on thesis/ field practice/special problem: | | | | | | | | | |
| | As SRC Chairman | Advises, and corrects research outline and thesis/SP manuscript | 4 | 4 | 5 | 5 | 5 | | 5 | OJT Report Adviser |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | As SRC Member | Advises and corrects research outline and thesis/SP manuscript | | | | | | | |
| | | **A18**. Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | | 203 | 5 | 5 | 5 | 5 | |
| **PI 9:** Number of student organizations advised/ assisted * | | **A19**. Number of Student organizations advised | Advises student organizations recognized by USOO | 0 | 0 | | | | | |
| | | **A20**. Number of Student organizations assisted on student related activities | Assists student organizations in implementing student | 0 | 0 | | | | | |
| **PI 10:** Number of instructional materials developed * | | **A 21 :** Number of on-line course ware developed and submitted : | Prepares and submits for review by the Technical Review Panel | | | | | | | |
| | | On-line ready courseware | Prepares Instructional module/laboratory guide/workbook or a combination thereof | 2 | 2 | 4.5 | 4.5 | 4.5 | 4.5 | ABMG 101, TMGT 121 |
| | | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 2 | 1 | 5 | 5 | 5 | 5 | Comlpete set of ppt for TMGT 121 |
| | | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 2 | 2 | 4.5 | 4.5 | 4.5 | 4.5 | 2 sets (ABMG 101, TMGT 121), Embedded in the courseware |
| | | **A 23 :** Number of on-line course ware reviewed by TRP & edited by MMDC editor | Submits the course ware duly reviewed by TRP for editing by MMDC editor | 2 | 0 | 4 | 4 | 4 | 4 | Review until the DIMC and Dean only |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | **A 24 :** Number of virtual classroom created and operational | Creates virtual classroom using either Moddle or Google Classroom | 2 | 2 | 4 | 5 | 4 | 4.33 | ABMG 101, TMGT 121 |
| | **PI 11**. Additional outputs | **A 25**. Number of Additional outputs accomplished: | | | | | | | | |
| | | Program accreditation/evaluation | Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation | | | | | | | |
| | | Agency/firm/Industry linkages | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU | | 1 | 5 | 5 | 5 | 5 | Coordinated and established link with Rajah Travel for OJT Remote Practicum |
| | | **A 26.** Other outputs implementing the new normal due to covid 19 | Designs experiential learning activities and other outputs to implement new normal | | | | | | | |

## UMFO 3 . RESEARCH SERVICES

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | **PI 1.** Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries * | **A27.** Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries * | Conducts research for possible utilization by industry or other beneficiaries | | 1 | 5 | 5 | 5 | 5 | CME-initiated research on coping mechanism of faculty and staff of VSU |
| | **PI 2**. Number of research outputs completed within the year * | **A 28**. Number of research outputs completed within the year * | Conducts and completes research oroject within the year | | | | | | | |
| | **PI 3.** Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) * | **A 29.** Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year | Writes publishable materials out of research outputs and submits for publication | | | | | | | |
| | | In refereed int'l journals | | 1 | 0 | 4.5 | 4.5 | 4.5 | 4.5 | Under review |
| | | In refereed nat'l/regional journals | | | | | | | | |

| | PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences | A 30. Number of research outputs presented in regional/national/ int'l fora/conferences * | Prepares, submits and presents research paper in scienfic for a/conferences | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | In int'l fora/conferences | | | | | | | | |
| | | In nat'l/regional fora/conferences | | | | | | | | |
| | PI 5. Percent of research proposals approved * | A 31. Percentage of of research proposals prepared, submitted and approved | Prepares research proposals, submits and follows up its approval for immediate implementation | | 1 | 5 | 5 | 5 | 5 | Not approved; research proposal is not timely. |
| | PI 6. Additional outputs* | A 32. No. of research-related awards (research conducted by faculty or student w/ faculty) | | | | | | | | |
| | | A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer | Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper | | | | | | | |
| | | A 34. Number of UMs submitted to ITSO, VSU | Prepares and submits application for UM of technology generated out of research output | | | | | | | |
| | | A 35.Other outputs implementing the new normal due to covid 19 | Designs research related activities and other outputs to implement new normal | | | | | | | |
| **UMFO 4. EXTENSION SERVICES** | | | | | | | | | | |
| | PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities | A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained | Identifies and links with probable partners for extension activities and maintains this active partnership | 1 | 1 | 5 | 4 | 5 | 4.67 | Philippine Misereor Partnership Inc; implementation put on hold due to pandemic |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| PI 2. Number of trainees weighted by the length of training | A 37. Number of trainees weighted by the length of training | Conducts trainings among beneficiaries of technologies for transfer | 10 | 0 | | | | | | Due to pandemic, no training was conducted |
| PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs | A 38. Number of extension programs/projects implemented | Implements duly approved extension projects | 1 | 0 | | | | | | Extension project's implementation is put on hold because of the pandemic |
| PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance | A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance | Provides quality and relevant training courses and advisory services | 1 | 0 | | | | | | Due to pandemic, no training was conducted |
| PI 5. Number of technical/expert services | A 40. Number of technical/expert services as/in: | Provides the technical and expert services requested by beneficiaries | | | | | | | | |
| Research Mentoring | Research Mentor | | | | | | | | | |
| Peer reviewers/Panelists | Peer reviewers/Panelists | | | | | | | | | |
| Resource Persons | Resource Persons | | | | | | | | | |
| Convenor/Organizer | Convenor/Organizer | | | | | | | | | |
| Consultancy | Consultant | | | | | | | | | |

| | Evaluator | Evaluator | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | **PI 8.** Percent of extension proposals approved * | **A 41.** Percent of extension proposals approved * | Prepares extension project proposals, submits and follow up its approval for immediate implementation | | | | | | | |
| | **PI 11**. Additional outputs * | **A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) * | | | | | | | | |
| | | **A 43**.Other outputs implementing the new normal due to covid 19 | Designs extension related activities and other outputs to implement new normal | | | | | | | |

## UMFO 5. SUPPORT TO OPERATIONS

### OVPI MFO 4. Program and Institutional Accreditation Services

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | **PI 8**.Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015* | **A 44**. Compliance to all requirements of theQMS core processes of the university under ISO 9001:2015* | Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member | | zero non-conformity | 5 | 5 | 5 | 5 | |
| | | **A 45**. Compliance to all requirements of the program and institutional accreditations: | Prepares required documents and complies all requirements as prescribed in the accreditation tools | | 100% compliant | 5 | 5 | 5 | 5 | |
| | | On program accreditations | | | | | | | | |
| | | On institutional accreditations | | | | | | | | |

## UMFO 6. General Admin. & Support Services

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **PI 2**. Zero percent complaint from clients served | **A 46**. Customerly friendly frontline services | Provides customer friendly frontline services to clients | | Zero % complaint | 5 | 5 | 5 | 5 | | |
| **PI 3**: Additional Outputs | | | | 1 | | | | | | Maximizing the use of google doc function in reviewing instructional courseware. This lessen the use of printed drafts. Also, all reviewers can view all the comments and suggestions of each other |
| | **A 47**. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies * | Initiates/introduces improvements in performfing functions resulting to best practice | | | 5 | 4.8 | 5 | 4.93 | | |
| | **A 48**. Other outputs implementing the new normal due to covid 19 | Designs administration/management related activities and other outputs to implement new normal | | | | | | | | |
| **Total Over-all Rating** | | | | | | | | | | |

| | | | | |
|---|---|---|---|---|
| **Average Rating (Total Over-all rating divided by 4)** | 4.73 | | | |
| **Additional Points:** | — | | | |
| **Approved Additional points (with copy of approval)** | — | | | |
| **FINAL RATING** | 4.73 | | | |
| **ADJECTIVAL RATING** | | | | |

**Comments & Recommendations for Development Purpose:**

conduct online training for extension services

Evaluated & Rated by:

**MOISES NEIL V. SERIÑO**
Department Head
Date: July 6 2020

Approved by:

**BEATRIZ S. BELONIAS**
Vice President for Instruction
Date: 12/17/20

113.43

Exhibit I

# PERFORMANCE MONITORING FORM

Name of Employee:  Venice B. Ibañez

| Task No. | Task Description | Expected Output | Date Assigned | Expected Date to Accomplish | Actual Date accomplished | Quality of Output* | Over-all assessment of output** | Remarks/ Recommendation |
|---|---|---|---|---|---|---|---|---|
| 1 | Teach Undergraduate courses | Hrtm 199, Hrtm 124, Thty 104 | January 13, 2020 | January 14, 2020 | May 31, 2020 | VI | VS | |
| 2 | Provide advise for OJT on their industry practice report | 4 student advisees | -do- | -do- | June 15, 2020 | VI | VS | |
| 3 | Advise students for their academic loads | Serve as academic adviser during enrolment | January 6, 2020 | January 10, 2020 | May 31, 2020 | VI | VS | |
| 4 | Serve as committee chairperson/member | Univ. Food Committee Chairperson, College committee-based assignment | Feb 2020 | May 31, 2020 | May 31, 2020 | VI | VS | |

* Either very impressive,  impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

**MOISES NEIL V. SERNIÑO**
Unit Head

# VISAYAS
## STATE UNIVERSITY

**OFFICE OF THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION**
Visca Baybay City, Leyte 6521-A, Philippines
Phone/Fax: 565-0600 local 563-7323
Email Address: prpeo@vsu.edu.ph
Website: www.vsu.edu.ph

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period:  January – June 2020
Name of Staff:  Venice B. Ibañez       Position: Instructor/Dept. Head

**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

| Scale | Descriptive Rating | Qualitative Description |
|---|---|---|
| 5 | Outstanding | The performance almost always exceeds the job requirements.  The staff delivers outputs which always results to best practice of the unit.  He is an exceptional role model |
| 4 | Very Satisfactory | The performance meets and often exceeds the job requirements |
| 3 | Satisfactory | The performance meets job requirements |
| 2 | Fair | The performance needs some development to meet job requirements. |
| 1 | Poor | The staff fails to meet job requirements |

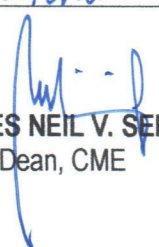| A. Commitment (*both for subordinates and supervisors*) | Scale | | | | |
|---|---|---|---|---|---|
| 1. Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding. | ⑤ | 4 | 3 | 2 | 1 |
| 2. Makes self-available to clients even beyond official time | ⑤ | 4 | 3 | 2 | 1 |
| 3 Submits  urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay | ⑤ | 4 | 3 | 2 | 1 |
| 4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time. | ⑤ | 4 | 3 | 2 | 1 |
| 5. Commits himself/herself to help attain the targets of his/her office by assisting  co-employees who fail to perform all assigned tasks | ⑤ | 4 | 3 | 2 | 1 |
| 6. Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work. | ⑤ | 4 | 3 | 2 | 1 |
| 7. Keeps accurate records of her work which is easily retrievable when needed. | ⑤ | 4 | 3 | 2 | 1 |
| 8. Suggests new ways to further improve her work and the services of the office to its clients | ⑤ | 4 | 3 | 2 | 1 |
| 9 Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university | ⑤ | 4 | 3 | 2 | 1 |
| 10. Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office  or satisfaction of clientele | ⑤ | 4 | 3 | 2 | 1 |
| 11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment | ⑤ | 4 | 3 | 2 | 1 |
| 12. Willing to be trained and developed | ⑤ | 4 | 3 | 2 | 1 |

**Vision:** A globally competitive university for science, technology, and environmental conservation.
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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| | | Total Score | 60 | | | | |
|---|---|---|---|---|---|---|---|
| **B. Leadership & Management (*For supervisors only to be rated by higher supervisor*)** | | | Scale | | | | |
| 1. | Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors | | 5 | 4 | 3 | 2 | 1 |
| 2. | Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university. | | 5 | 4 | 3 | 2 | 1 |
| 3. | Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients. | | 5 | 4 | 3 | 2 | 1 |
| 4. | Accepts accountability for the overall performance and in delivering the output required of his/her unit. | | 5 | 4 | 3 | 2 | 1 |
| 5. | Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit | | 5 | 4 | 3 | 2 | 1 |
| | | Total Score | 24 | | | | |
| | | **Average Score** | 84/17 = 4.94 | | | | |

Overall recommendation : *Pursue doctorate studies*

**MOISES NEIL V. SERIÑO**
Dean, CME

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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Exhibit L

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee:          VENICE B. IBAÑEZ
Performance Rating:        January-June 2020

Aim: To contribute to the full implementation of the VSU Quality Procedures

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July  2020                            Target Date:  December 2020

**First Step:**
 To attend webinars/seminars and meetings, study ISO guidelines and VSU Quality Procedures for cascading to all faculty and staff in the Department of Tourism and Hospitality Management (DTHM).

**Result:**
Attendance in related seminars/webinars and meetings.

Date: Jan 2020                             Target Date: June 2020

**Next Step:**
Cascade ISO guidelines and VSU Quality Procedures to DTHM faculty and staff to serve as guidelines in the day to day operations of the department.

**Outcome:**
Improved capability to supervise department's operations.

**Final Step/Recommendation:**

To monitor progress of implementation and implementation of required corrective measures

Prepared by:

**VENICE B. IBAÑEZ**
Unit Head

Conforme:

**VENICE B. IBAÑEZ**
Name of Ratee Faculty/Staff